

Agenda
Alaska Alternate Assessment
New Mentor Training
September 28-29, 2009

Day 1- September 28, 2009 Vocational Training & Resource Center 3239 Hospital Drive Juneau, Alaska 99801 907-463-7375 phone	Day 2 – September 29, 2009 State Board of Education Board Room 801 West Tenth Street, First Floor Juneau, AK 99801 907-465-2900 phone
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Facilitators:

Aran Felix, Alternate Assessment Program Manager, Alaska Department of Education
Kim Sherman, Project Manager for Alaska Alternate Assessment, Dillard Research Associates
Jerry Tindal, Vice President and Test Developer, Dillard Research Associates
Sheri Mangini, Education Program Assistant, Alaska Department of Education

Goals:

- DRA and EED will provide training and supervision of new mentors to ensure consistency and standardization in training. Mentors-in-training will participate in the two-day new mentor training and will meet the objectives outlined below. The training will utilize and model the resources and strategies Qualified Mentor Trainers will use in training district staff to become Qualified Assessors.
1. **Qualified Assessor and Qualified Trainer Roles:** Learn about the requirements to become a Qualified *Assessor* and the requirements to become a Qualified Mentor *Trainers* as well as the role of Alternate Assessment mentors in their district.
 2. **Overview of Alaska’s Alternate Assessment:** Eligibility Criteria, explanation of the alternate assessment, legal and historical background of alternate assessments, the importance of test security, the significance of training for reliability and validity, and relationship or reliability and validity to administering and scoring alternate assessments
 3. **Hands-on training in the computer lab:** Complete the required online training, scoring, and proficiency modules for Reading, Writing, Mathematics, Science, and Test Administration Rules and Procedures. The online training system has been completely updated this year.
 4. **Administration and Scoring of Practice Tests:** Participants will become competent at administering and scoring the Reading, Writing, Mathematics, and Science practice tests to each other using student materials and scoring protocols.
 5. **Evaluation of Scoring Protocols:** Participants will evaluate another participant’s scoring protocols for completeness and accuracy using the *Protocol Review Sheet* and the *Scoring Protocol Review Procedures*
 6. **Vendor and Department Review:** DRA and EED will re-score all participants’ scoring protocols in order to determine participant’s ability to evaluate another person’s proficiency in administering and scoring the alternate assessments.

Agenda - Day 1

Location: Vocational Training & Resource Center (VTRC), Computer Lab Upstairs

Time	Topic	Who
8:00-8:15	Register-sign in, receive materials, coffee	Sheri
8:15-8:45	Introductions of trainers and participants Fill out demographic/degree forms Alaska Pacific University 1-semester credit course option Review Agenda and expectations for the 2-day training Explanation of possible homework if work not completed	Aran
8:45-9:45	Welcome from Dillard Research Associates Overview of and Navigation through the Online system --Home page, System requirements, training, proficiency, materials, data entry, Login/registration process/passwords, System Requirements, Training Modules, Proficiency Modules, Data Entry, Retakes, Upgrade Status, Model reading an area, mark complete, navigate to next, review previous sections, <i>Navigation Guide</i>	Kim, Jerry
9:45-10:15	Obtain Passwords and Register in system Break, make phone calls	AF, JT, KS: monitor and assist
10:15-12:00	--Helpful Hints when working in the Training and Proficiency Modules --Using the Supporting Documents Administration Scoring, Training, Proficiency (includes Overview, QA/QT, Test Security, Test Window, Policy & Guidance)	Kim, Aran
12:00-1:00	Lunch on own (Note: The Twin Lakes Café is located in the VTRC building and serves Japanese and American food). Note –If you are running behind the lab will be open for you to work	
1:00-1:45	Complete Reading Scoring, Training, and Proficiency Take stretch break	AF, JT, KS: monitor and assist
1:45-2:30	Complete Math Scoring, Training, and Proficiency Take stretch break	
2:30-3:15	Complete Writing Scoring, Training, and Proficiency Take stretch break	
3:15-4:00	Complete Science Scoring, Training, and Proficiency	
4:00-4:15	Wrap-up , evaluations, and adjourn Reminder: Meeting on Tuesday in the Goldbelt Building	Aran
4:15-5:00 Must be out of the building by 5:00 PM	Complete unfinished work: training/proficiencies and retakes Computer lab remains open if you need to finish up online training. Note: If you do not complete all proficiencies in the lab, you will need to complete them on your own. If you own a laptop, please bring it to work on this project in the evening so that you will be completely finished by tomorrow.	AF, JT, KS: monitor and assist

Agenda - Day 2

Location: State Board of Education Board Room in the Goldbelt Building

Time	Topic	Who
8:00-8:15	Register-sign in, receive materials	Sheri
8:15-8:30	<p>Welcome</p> <p>Review Agenda and expectations for the day</p> <p>Sign up: Alaska Pacific University 1-semester credit course option</p> <p>Sign up for Annual Mentor Training—hand out registration forms</p> <p>Explanation of possible homework if work not completed</p>	Aran
8:30-8:45	Your Task: Becoming a Qualified Assessor and Qualified Mentor and review of responsibilities	Aran
8:45-9:15	<p>Administering and Scoring Alternate Assessments</p> <p>Review of administration and scoring rules.</p> <p>Review of practice test materials, scoring procedures and protocols.</p> <p>Review of participant, DRA, and EED roles.</p> <p>Explanation of partner arrangements for administering/scoring (*)</p>	Kim
9:15-10:15	Administer and score practice tests – Reading	Kim, Jerry, Aran supervise and assist
10:15-10:45	Break, Phone calls	
10:45-11:45	Administer and score practice tests – Writing	
11:45-12:45	Lunch on own. (**) You may eat in the room.	
12:45-1:45	Administer and score practice tests – Math	
1:45-2:30	Administer and score practice tests – Science	
2:30-3:00	<p>Review of <i>Scoring Protocol Review Sheet</i> and <i>Scoring Protocol Review Procedures</i></p> <p>Explanation of partner arrangements for evaluating scoring protocols</p>	Kim
3:00-4:15	Evaluate and score protégé’s practice tests	
4:15-4:30	Wrap Up, Evaluations, Handout Qualified Assessor Certificates of Completion	
	DRA and EED will review and score the protégé Scoring Protocols and issue Certificates of Completion for Qualified Mentor Trainers via email by October 30, 2009	

(*) Qualified Assessors will not be required to re-administer a practice test, but they will act as a student and assist assessors-in-training.

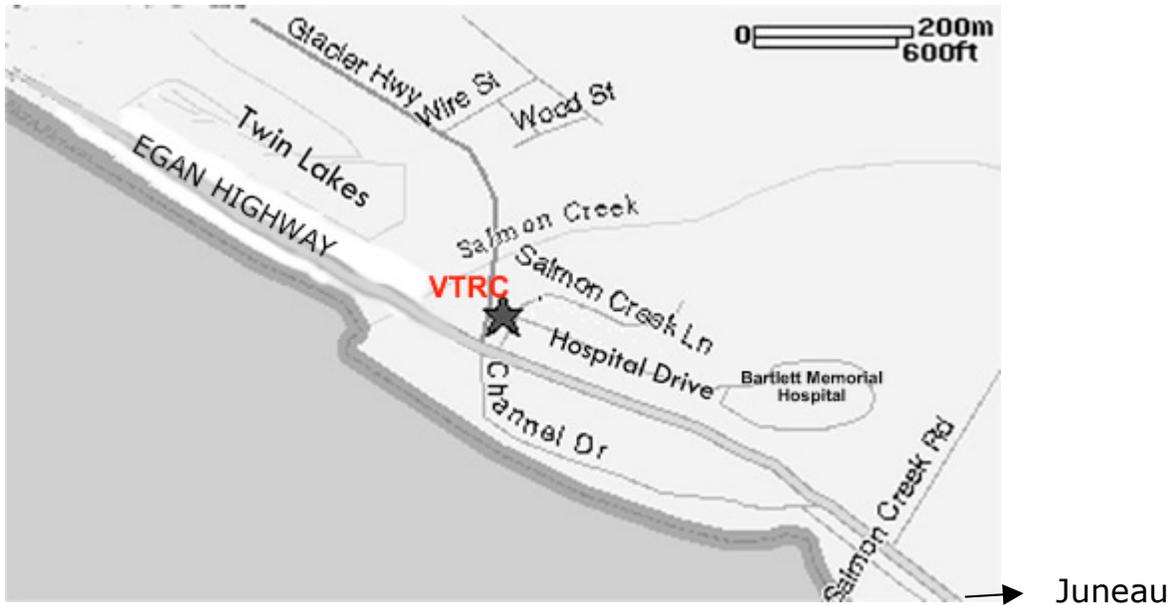
(*) There are several nearby restaurants. See attached list.

Training Locations

Monday, September 28, 2009

In Juneau, [Capital Transit](#) (city bus service) has a bus stop at the VTRC. To receive bus schedule information call 789-6901.

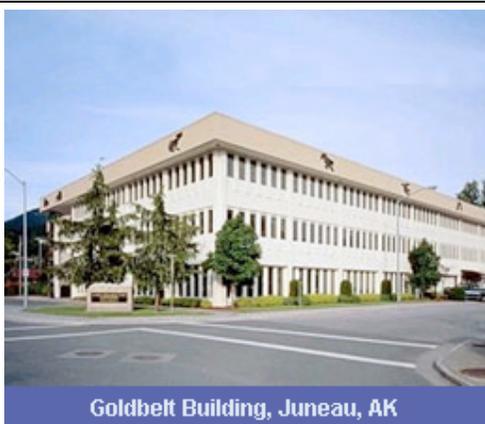
Valley ↗



The VTRC has parking available for up to 25 cars and 2 handicapped parking spaces. The Twin Lakes Cafe is proud to serve fine Japanese & American cuisine at an affordable price. <http://www.vtrc.org/misc/TwinLakeCafe.htm>

Tuesday, September 29, 2009

The **State Board of Education Boardroom** is located in the Goldbelt building, 801 West 10th Street, Juneau. The Goldbelt building is on the corner of 10th Street and Glacier Avenue. The boardroom is on the first floor. Enter the main entrance on 10th Street, turn left in front of the elevators, turn right at the first hallway. The boardroom is immediately on your left. Signs will be posted.



Nearby restaurants:

- Seong's Sushi Bar & Chinese Takeout, 740 W 9th St, (907) 586-4778
- Federal Building Cafeteria, 709 W 9th St, (907) 586-3430
- Sandpiper Café, 429 W Willoughby Ave, (907) 586-3150
- A & P Market, 615 W Willoughby Ave, (907) 586-3101

A little further are restaurants in hotels:

- Prospector Hotel Restaurant, 375 Whittier St, (907) 586-3737
- Breakwater Inn Restaurant, 1711 Glacier Avenue, (907) 586-6303
- Goldbelt Hotel Restaurant, 51 Egan Dr, (907) 586-6900

Administering/Scoring Practice Tests

STUDENTS: Current Qualified Assessor acting as Students (do not need to administer practice tests)	TEST ADMINISTRATORS New Assessors in Training
Denise Brotten	Kristen Brown
Pamala Penrose	Wendy Jacobsen
John Luck	Beth Lynn
Michelle Oleske	Rebecca Wilkie
Karma Brown	Amie Maranville
Michele Friedman	Bill Bradshaw
Shane Hill – not sure if coming	Meggan Turner
Jerry Tindal	Sheri Mangini

Evaluating Scoring Protocols (make 2 sets of AIT's scoring protocols)

Mentors in Training	Review
Denise Brotten	Beth Lynn
Pamala Penrose	Beth Lynn
John Luck	Meggan Turner
Michelle Oleske	Meggan Turner
Karma Brown	Bill Bradshaw
Michele Friedman	Amie Maranville
Shane Hill	Bill Bradshaw
Kristen Brown	Amie Maranville
Wendy Jacobsen	Sheri Mangini
Beth Lynn	Sheri Mangini
Rebecca Wilkie	Wendy Jacobsen
Amie Maranville	Wendy Jacobsen
Bill Bradshaw	Rebecca Wilkie
Meggan Turner	Kristen Brown
Sheri Mangini	Kristen Brown